

ON LINE CREDIT CARD PAYMENTS

We will also be referring to this on-line credit card program as Pay.gov.

On-Line Credit Card payment is designed to allow filers to pay fees interactively as part of the electronic filing process. Attorneys and trustees can choose to pay after each transaction, or they can simply make one payment at the end of the day for all transactions requiring fees. The Clerk's Office for the Bankruptcy Court, Middle District of GA encourages the practice of one payment at the end of the day for all transactions. Payments made by the end of the day must be posted no later than 11:00 p.m.

If you are an attorney with more than one login and password, then you will need go through payment procedures using each of your logins (or at least each login that you've used during the day and incurred fees under).

Section 23 of your manul also contains some reports which may assist you with record keeping and fee tracking responsibilities. Please review that information at your convience

SYSTEM SECURITY REQUIREMENTS

Your browser must be Microsoft Internet Explorer 5.5 or higher.

Your browser must support 128-bit encryption. To determine whether your current browser supports 128-bit encryption, take the following steps:

1. Click on the "Help" tab on your browser menu bar at the top of the screen.
2. Scroll down and select "About Internet Explorer".
3. A small window will appear in the center of your screen indicating the version, as well as the encryption or cipher strength of your browser (either 40-bit, 56-bit or 128-bit). If the screen indicates you have a 40-bit or 56-bit version, or if it doesn't indicate the encryption level, you will need to upgrade to a version 5.5 or higher.

OPENING A NEW BANKRUPTCY CASE

The CM/ECF on-line credit card function can accommodate both new cases that are to be paid in full, or those that are to be paid in installments, with the following restrictions:

IMPORTANT NOTE FOR INSTALLMENT PAYMENT CASES - When opening your installment payment case, you **MUST** select **INSTALLMENT** in the statistical information in order to receive the option of modifying the filing fee to the amount you will be paying with the filing of the case. *CM/ECF will always default to Paid and insert the full filing fee amount for the new case unless the filer indicates otherwise.*

The screenshot shows the 'Open New Bankruptcy Case' form. The form has a blue header with the 'Train' logo and navigation links: Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. The form itself is yellow and contains the following fields:

- Type of debtor:** A group of checkboxes including Individual (checked), Corporation, Partnership, Clearing Bank, Railroad, Stockbroker, Commodity Broker, and Other.
- Fee status:** A dropdown menu set to 'Installment'.
- Nature of debt:** A dropdown menu set to 'consumer'.
- Voluntary:** A dropdown menu set to 'voluntary'.
- Origin:** A dropdown menu set to 'Original'.
- Date split/transfer:** An empty text field.
- Asset notice:** A dropdown menu set to 'No'.
- Estimated number of creditors:** A dropdown menu set to '1-15'.
- Estimated assets:** A dropdown menu set to '\$0-\$50,000'.
- Estimated debts:** A dropdown menu set to '1 \$0-\$50,000'.

At the bottom of the form are 'Next' and 'Clear' buttons.

At some point during the filing of your document, you will see the screen below.

This screenshot shows the same 'Open New Bankruptcy Case' form, but at a different stage. The form is now asking for a PDF document. The text reads: 'Select the pdf document (for example: C:\199cv501-21.pdf).'. Below this is a 'Filename' label and a text input field containing 'C:\Documents and Settings\casemano'. To the right of the input field is a 'Browse...' button. Below the input field is the 'Attachments to Document' section with radio buttons for 'No' (selected) and 'Yes'. At the bottom are 'Next' and 'Clear' buttons. The browser window shows the URL 'https://156.130.12.207/cgi-bin/login.pl?929972867055222-L_916_0-1'.

After you click next, you will receive this screen . Do not make any changes to this screen, if the filing fee is to paid in full. If you are paying the filing fee in installments, change the fee amount as appropriate.

The screenshot shows a web browser window titled "GAMB CM/ECF Training Database - Microsoft Internet Explorer". The address bar shows "https://156.130.12.207/cgi-bin/login.pl?929972867055222-L_916_0-1". The page has a blue header with navigation links: Train, Bankruptcy, Adversary, Query, Reports, Utilities, Logout. The main content area is titled "Open New Bankruptcy Case" and contains the text: "All Petitions Paid in Installments Must be Accompanied by An Application To Pay Filing Fees in Installments. LEAVE THE RECEIPT NUMBER BLANK IF YOU WILL BE PAYING VIA THE INTERNET!". Below this text is a form with two input fields: "Receipt #:" and "Fee: \$209". There are "Next" and "Clear" buttons below the form.

When the final confirmation screen appears. If the dollar amount listed is incorrect, press the back button and make changes, then resubmit.

The screenshot shows the same web browser window as the previous one. The main content area is titled "Open New Bankruptcy Case" and contains a confirmation message: "Docket Text: Final Text Chapter 7 Voluntary Petition. Fee Amount \$39.00 filed by Sleeves Fern Green (Fife, Barney)". Below this message is an "Attention!!" warning: "Submitting this screen commits this transaction. You will have no further opportunity to modify this submission if you continue." There are "Next" and "Clear" buttons below the warning.

At the end of your transaction, you will receive a list of all documents where fees remain unpaid. If you have more cases or pleadings requiring fees to file, select **Continue Filing**.

Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-08-30 14:40:31	Motion for Relief From Stay(05-30030) [motion,mrlfsty] (150.00)	\$ 150.00
2005-08-30 14:41:49	Voluntary Petition (Chapter 13)(05-60004) [misc,volp13] (39.00)	\$ 39.00
2005-08-30 14:42:58	Voluntary Petition (Chapter 7)(05-10299) [misc,volp7] (39.00)	\$ 39.00
	Total: \$	228.00

Pay Now Continue Filing

The following document(s) are associated with this transaction:

Document description: Main Document
Original filename: C:\Documents and Settings\casemanager\My Documents\ORDERS\show_order_doc_15967,1,.pdf
Electronic document Stamp:

IF YOU CONTINUE FILING, you will receive an opportunity to Pay Now after each transaction or you may pay at the end of the day (11:00 P.M.) using the Utilities Menu option, Internet Payments Due. If you are ready to pay outstanding fees now, select Pay Now.

NOTE: IF YOU DETECT AN ERROR on the summary of current charges screen, **DO NOT** select the Pay Now option. Contact the court so the error can be corrected before an incorrect charge is made to your credit card. [Contact Carolyn Burnell at 478-752-3506 ext. 3343 or Jerry Glass at 478-752-3506 ext 3341]

DO NOT USE THE BROWSER “BACK” BUTTON DURING THE PAYMENT PROCESS.

PAYING YOUR FILING FEES

When the Pay Now option is chosen, you will be electronically connected to the U.S. Treasury site. You will be prompted for a card type, card number and expiration date as shown below. **Note: Address Information** - will be displayed on the screen. This information will be filled with the address information currently on file in the court for CM/ECF. Changes made to the credit card payment screen will not affect the CM/ECF data at the court. Enter all information as indicated by the red star.

Online Payment [Return to your originating application](#)

Step 1: Enter Payment Information 1 | 2

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: Barney Fife *

Payment Amount: \$228.00

Billing Address: 123 Main Street *





Billing Address 2:

City:

State / Province:

Zip / Postal Code:

Country: United States *

Card Type: Visa *    

Card Number: 4111111111111111 * (Card number value should not contain spaces or dashes)

Expiration Date: 05 * / 2010 *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Payment Process.

[Continue with Plastic Card Payment](#) [Cancel](#)

If you enter an invalid credit card number the following message will appear: "The card number you have entered is invalid. Please try again." Make corrections. Then click "Continue with Plastic Card Payment."

The next screen requires you to authorize the transaction. **E-Mail Confirmation** - is another convenient way to receive confirmation of payment. On the authorization screen you have the option of entering an e-mail address to receive confirmation of the payment using Pay.gov. E-mail addresses added on this screen will not affect the e-mail address on file in CM/ECF with the court.

Online Payment [Return to your originating application](#)

Step 2: Authorize Payment 1 | 2

[Payment Summary](#) [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Barney Fife	Card Type: Visa	Payment Amount: \$228.00
Billing Address: 123 Main Street	Card Number: *****1111	Transaction Date 08/30/2005 15:00 and Time: EDT
Billing Address 2:	Expiration Date: 5 / 2010	
City:		
State / Province:		
Zip / Postal Code:		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address and confirmation below.

Email Address:

Confirm Email Address:

Authorization and Disclosure

Required fields are indicated with a red asterisk *

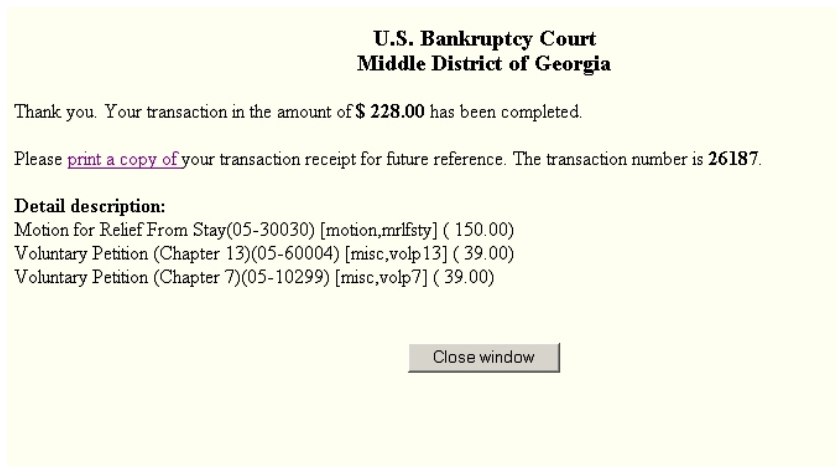
I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

[Submit Payment](#) [Cancel](#)

The system will display a checkbox next to a red star that **must** be selected to authorize the payment. Click the [Submit Payment] button.

When the credit card transactions is approved, a receipt will be posted to the case(s) that have been paid, and the following message will appear:



Receipt Printing - is available. Once the payment is made and a receipt is generated, you will have the option to print the receipt. Click on the "[print a copy of](#)" in the second sentence.

FILING MOTIONS REQUIRING FEES

The CM/ECF credit card module works similarly for motions and pleadings that require fees, except that the full filing fee is required. From the main Bankruptcy menu select the type of motion you wish to file and follow your filing instructions as for any other document. If a fee is required, the following screen will appear. Click next.

GAMB CM/ECF Training Database - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Media

Address https://156.130.12.207/cgi-bin/login.pl?929972867055222-L_916_0-1 Go

ECF Train Bankruptcy • Adversary • Query • Reports • Utilities • Logout ?

File a Motion:
05-10255 Hank Hill

LEAVE THE RECEIPT NUMBER **BLANK** IF YOU WILL BE PAYING VIA THE INTERNET!

Receipt #: Fee: \$150

Next Clear

Done

Start | Debbi... | SmarT... | GAMB... | Corel ... | Internet 4:08 PM

You will be given the opportunity to “Pay Now” or “Continue Filing.” Make your choice and follow the instructions given above in PAYING YOUR FILING FEES.

File Edit V

Times New Roman

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

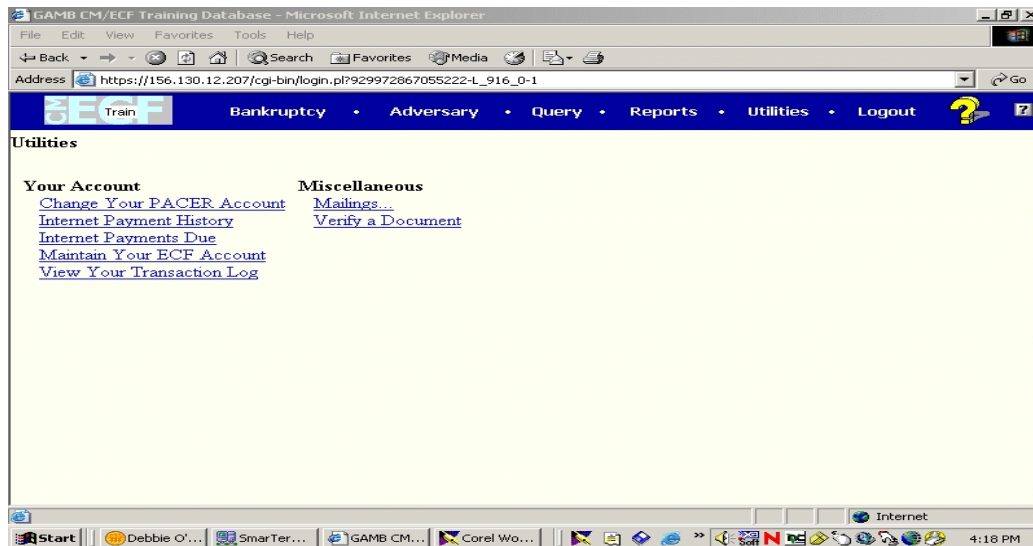
Summary of current charges:

Date Incurred	Description	Amount
2005-08-30 16:01:47	Motion for Relief From Stay(05-30030) [motion,mrlfsty] (150.00)	\$ 150.00
		Total: \$ 150.00

Pay Now Continue Filing

REPORTS



The reports described below are available to attorneys and trustees, and can be located by clicking on the Utilities menu option in CM/ECF.



INTERNET PAYMENT HISTORY - This report allows attorneys and trustees who have U.S. Treasury Internet payment privileges to review completed credit card payments over any specified time period. The report allows users to display fee payments over a date range specified. The default for this report is set for the previous 30 days.

A screenshot of the 'Internet Payment History' report form within the GAMB CM/ECF Training Database. The page has a blue header with the ECF logo and navigation links: Train, Bankruptcy, Adversary, Query, Reports, Utilities, and Logout. Below the header, the 'Internet Payment History' section is active. It features a date range selection area with 'From' and 'to' labels. The 'From' date is set to 7/30/2005 and the 'to' date is set to 8/30/2005. Below the date range, there are two buttons: 'Run Report' and 'Clear'.

You may change the date range and “Run Report.” The following illustration shows what the resulting report may resemble.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout 				
<p align="center"> U.S. Bankruptcy Court Middle District of Georgia Internet Payment History for Fife , Barney 8/31/2005 to 8/31/2005 </p>				
Date Paid	Description	Payment Method	Receipt #	Amount
2005-08-31 11:42:19	Motion for Relief From Stay(05-30030) [motion,mrflfsty] (150.00)			
	Motion for Relief From Stay(05-50016) [motion,mrflfsty] (150.00)	credit card	26276	\$ 300.00

INTERNET PAYMENTS DUE - The Internet Payments Due report allows an attorney with internet credit card payment privileges to immediately pay all outstanding fees without docketing another pleading or opening a case. There are no selection screens or sort options offered. The report displays each outstanding fee. A pop-up credit card payment window will appear on the screen. This screen will contain a summary of all current charges which remain unpaid. Once the user has accessed this screen, they will follow the instructions outlined previously in this document. Pick Internet Payments Due from the Utilities menu.

 Bankruptcy • Adversary • Query • Reports • Utilities • Logout	
Utilities	
Your Account	Miscellaneous
Change Your PACER Account	Mailings...
Internet Payment History	Verify a Document
Internet Payments Due	
Maintain Your ECF Account	
View Your Transaction Log	

NOTE: ALL FEES INCURRED DURING EACH DAY MUST BE PAID BY 11:00 P.M. OF THAT DAY. IF THE FEES ARE NOT PAID, YOU WILL RECEIVE A CALL FROM A DEPUTY CLERK FOR IMMEDIATE PAYMENT. IF THE FEE STILL IS NOT PAID, YOU WILL BE CONTACTED BY THE CLERK OF COURT.

This screen shows all internet payments that are currently due. Click Pay Now and complete the payment process as previously instructed.

***** IMPORTANT NOTICE *****
Do NOT use the browser 'Back' button during the payment process.

Summary of current charges:

Date Incurred	Description	Amount
2005-08-30 16:01:47	Motion for Relief From Stay(05-30030) [motion,mr1fsty] (150.00)	\$ 150.00
		Total: \$ 150.00